



Fine Arts Center Auditorium Application

Sponsoring Organization: _____

Sponsor or Representative who will be present during rehearsal and performance: _____

Address: _____

Home and Work Phone: _____

Title of Activity: _____

Summary of Activity: _____

Date and Time of Engagement*: _____

Date (s) and Time of Setup or Rehearsal*: _____

Technical Requirements:

1. Lighting: _____

(If nothing is specified, a general stage wash will be used)

2. Sound: _____

3. Chairs & Tables: _____

4. Stagehands: _____

a. Time of Load In/Load Out: _____

b. Running Crew: _____

i. Follow Spot Operators: YES NO

ii. Backstage Crew: YES NO

iii. Sound Board Operator: YES NO

iv. Light Board Operator: YES NO

v. Curtain Puller: YES NO

vi. Other: _____

5. House Crew: (A house manager will be provided. the SWOSU sponsoring Organization is required to have a house crew- ushers, ticket takers, etc. If the SWOSU sponsoring organization does not wish to provide a house crew, one will be provided for a fee)

If organization is contracting with an off-campus individual or performer, a contract and rider (if applicable) must accompany the application. Do not sign a contract until the application has been approved. Do not publicize until application has been approved. Sponsoring organization will abide by all pertinent SWOSU regulations and policies and will be held liable for damages to the premises.

Approved By: _____

Date: _____

*The requested date(s) have not been reserved until you receive a form signed and dated by the Fine Arts Center Director.